

**DEPAUL UNIVERSITY  
DEPARTMENT REQUEST FOR  
SPONSORSHIP OF FOREIGN NATIONAL EMPLOYEE  
FOR TEMPORARY NON-IMMIGRANT VISA**

The purpose of this form is for departments to easily and succinctly provide the Office of General Counsel with the information it needs to apply for a temporary non-immigration visa for foreign national employees. Please provide all the information requested and return this form and the employee's offer letter as a package to the Office of the General Counsel. Please contact Shalyn Ganellen at [s.ganellen@depaul.edu](mailto:s.ganellen@depaul.edu) if you have any questions.

**Departmental Information**

Today's Date: \_\_\_\_\_

Hiring Department: \_\_\_\_\_

Department Administrative Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor/Department Chair of  
Beneficiary: \_\_\_\_\_ Phone: \_\_\_\_\_

Dean/VP: \_\_\_\_\_

Signature of Submitting  
Chair/Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Dean/VP: \_\_\_\_\_ Date: \_\_\_\_\_

**Beneficiary Information**

Beneficiary Name: \_\_\_\_\_

Beneficiary Employee ID (If any): \_\_\_\_\_

DePaul Employment Start Date: \_\_\_\_\_ Time in Current Position: \_\_\_\_\_

Proposed/Current Position Title: \_\_\_\_\_

Proposed Salary: \_\_\_\_\_

Is this a new DePaul hire? ☐ Y ☐ N

Is this a grant-funded position? ☐ Y ☐ N

Is this a part-time position? ☐ Y ☐ N

Is this a temporary position? ☐ Y ☐ N

Is this a tenure-track position? ☐ Y ☐ N

If this is a tenure-track position, when will the beneficiary be eligible for tenure consideration? \_\_\_\_\_

Will the beneficiary be a professor? ☐ Y ☐ N

If yes, then what classes will the professor teach (please include all classes that they may teach)?

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Will the beneficiary work on a DePaul campus? ☐ Y ☐ N

If yes, please provide the building address where the beneficiary will be working on campus.

Will the beneficiary work from home (e.g. grading, responding to emails, attending virtual meetings)? ☐ Y ☐ N

If yes, then what is the beneficiary's home address?

What is the salary range for the beneficiary's position  
(Please get this information from Alyssa Kupka for faculty  
or submit a request to [HRhelp.depaul.edu](http://HRhelp.depaul.edu) for staff.)? \_\_\_\_\_

Country of Citizenship, if known: \_\_\_\_\_

What country is the beneficiary currently living in? \_\_\_\_\_

Has the beneficiary ever received a J-1 Visa? ☐ Y ☐ N

If so, when? \_\_\_\_\_

### **Documentation**

Please attach the beneficiary's offer letter.

### Export Controls Information

The Department of Homeland Security's U.S. Citizenship and Immigration Services (USCIS) requires DePaul to certify that it will comply with U.S. export controls laws governing the disclosure of technology and technical data to visa beneficiaries. Under federal law, the release of controlled technology or technical data to foreign persons in the United States—even by an employer—is deemed to be an export to that person's country or countries of nationality. As a result, DePaul must seek and receive a license from the federal government before it releases controlled technology or technical data to its nonimmigrant workers employed as H-1B beneficiaries.

The licensing requirements described above will affect only a small percentage of beneficiaries because most types of technology are not controlled for export or release to foreign persons. Those types of technology and technical data that are subject to a license generally pertain to the production, development, or use of "dual-use" items with both civil and military applications, or to defense articles. Further information on controlled technology is available at [www.bis.doc.gov/deemedexports](http://www.bis.doc.gov/deemedexports), and further information on controlled technical data is available at [www.pmdtc.gov](http://www.pmdtc.gov).

The questions below are intended to aid the University in completing this required export controls certification. If you have any questions or concerns regarding DePaul's certification, please contact Shalyn Ganellen in the OGC.

Will the Beneficiary be exposed to technology, including software, or technical data that is **not** "publicly available" or in the "public domain" (i.e. published or available for general purchase or distribution)? ☐ Y ☐ N

If yes, please describe the technology and/or the technical data and the Beneficiary's expected exposure:

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Will the Beneficiary be exposed to encryption software that is **not** generally available to the public? ☐ Y ☐ N

Will the Beneficiary be involved in conducting research? ☐ Y ☐ N

If yes, please describe the type of research:

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Will the Beneficiary be exposed to technology or technical data that relates to military defense or that has dual military and civil applications? ☐ Y ☐ N

If yes, please describe the technology and/or technical data:

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### **Fees and Expenses**

During the course of the H-1B application process, DePaul will incur legal fees, government filing fees, and ancillary expenses. The Office of General Counsel pays for the legal fees, and the department must pay all other fees associated with the application.

<b>First H-1B Visa At DePaul</b>	
<b>Fee Type</b>	<b>Approximate Cost</b>
Legal Fees	\$2050
Government Filing Fee	\$460
Government Fraud Fee	\$500
Government Premium Processing Fee (Typically necessary if the employee is starting within 5 months or less of the date of the visa application)	\$2,805
Ancillary Expenses	\$50

<b>H-1B Visa Extensions</b>	
<b>Fee Type</b>	<b>Approximate Cost</b>
Legal Fees	\$1550
Government Filing Fee	\$460
Government Premium Processing Fee (typically not necessary for extensions)	\$2,805
Ancillary Expenses	\$50

These fees may differ between applicants given the unique nature of applications and are subject to change at any time.

The Office of the General Counsel pays filing fees and ancillary fees on behalf of your department at the time of filing and will then seek reimbursement. Reimbursements are processed once a year, typically in the month of June.

Please provide the relevant Chartfield account number(s) and name and contact information for your department's Budget Manager so that the OGC may seek reimbursement for fees.

Chartfield: \_\_\_\_\_  
Budget Manager: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Please return the completed form to Shalyn Ganellen at [s.ganellen@depaul.edu](mailto:s.ganellen@depaul.edu)